

<b>Title</b>	<b>Maintain daily records for an infrastructure worksite</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>5</b>

<b>Purpose</b>	People credited with this unit standard are able to: describe and confirm daily records for an infrastructure worksite; and complete daily records relevant to own role on an infrastructure worksite.
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<b>Classification</b>	Infrastructure Works > Generic Infrastructure Works
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 Evidence presented for assessment against this unit standard must be consistent with safe working practices and be in accordance with relevant legislative and industry requirements.
- 2 Legislation relevant to this unit standard includes: Health and Safety at Work Act 2015; and all subsequent amendments and replacements.
- 3 Definitions  
*Daily records* are records that are routinely kept and updated regularly on infrastructure worksites. Examples might include plant running sheets, timesheets, health and safety records, job sheets, testing records; however, specific daily records may vary between worksites.  
*Industry requirements* refer to relevant policies, processes, methodologies, industry codes of practice, site specific health and safety plans, standard operating procedures, site safety plans, quality plans, work plans, traffic management plans, contract work programmes, job safety analysis, safe work method statements, job instructions, manufacturer's requirements, contract specifications, manuals, procedural documents.

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### Outcomes and performance criteria

#### Outcome 1

Describe and confirm daily records for an infrastructure worksite.

#### Performance criteria

- 1.1 Daily records are described in terms of their functions and the importance of their maintenance.

- 1.2 Standard company records to be maintained as part of own role are confirmed with supervisor.
- 1.3 Other construction records to be maintained as part of own role are confirmed with supervisor
- 1.4 Method of recording variations is described.

## Outcome 2

Complete daily records relevant to own role on an infrastructure worksite.

### Performance criteria

- 2.1 Records are completed accurately and on time.
- 2.2 Any required signoff or verification is obtained.
- 2.3 Records are passed on to the appropriate recipients in a timely manner.

<b>Planned review date</b>	31 December 2026
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### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	18 March 2011	31 December 2021
Review	2	27 September 2018	31 December 2023
Review	3	30 September 2021	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0101
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

### Comments on this unit standard

Please contact Connexis - Infrastructure Industry Training Organisation [qualifications@connexis.org.nz](mailto:qualifications@connexis.org.nz) if you wish to suggest changes to the content of this unit standard.